



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 1520.37  
N00T  
DEC 02 2004

OPNAV INSTRUCTION 1520.37

From: Chief of Naval Operations  
To: All Ships and Stations (less Marine Corps field  
addressees not having Navy personnel attached)

Subj: GRADUATE EDUCATION VOUCHER (GEV) PROGRAM

Ref: (a) OPNAVINST 1520.23B  
(b) DOD Directive 1322.10 of 26 August 2004  
(c) 10 U.S.C. §2005  
(d) 10 U.S.C. §2007

Encl: (1) Sample GEV Request Letter  
(2) Sample Curricula Approval Request Letter  
(3) GEV Process Flow Chart

1. Purpose. To provide policy, information, and procedural guidance for the GEV program per references (a) through (d).

2. Discussion. The GEV program provides opportunity for selected Unrestricted Line (URL) officers assigned to shore duty to attain Navy relevant graduate education in selected areas of study during off-duty hours. It enables URL officers, whose career paths may not provide adequate opportunity for full-time education, to participate in education programs that enhance performance of required duties and responsibilities. GEV is designed for off-duty educational opportunities in conjunction with shore duty assignments (to avoid impact on operational experiences) to supplement the Graduate Education Quota Plan produced by the Deputy Chief of Naval Operations (Manpower and Personnel) (CNO(N1)).

3. Responsibilities

a. Director of Naval Education and Training (CNO (N00T))

(1) Promulgate GEV program policy and annual GEV quota plan.

(2) Act as a resource sponsor for the GEV program.

b. Commander, Naval Education and Training Command (NETC)

(1) Develop GEV policy in compliance with references (a) through (d).

(2) Develop an annual quota plan in conjunction with the CNO (N13) Graduate Education Quota Plan.

(3) Serve as claimant for GEV program funding.

(4) Serve as GEV program policy waiver and program withdrawal authority.

(5) Establish program performance metrics and provide oversight of the GEV program.

c. Commander, Navy Personnel Command (NPC)

(1) Approve applications for the GEV program.

(2) Forward a roster of all approved applicants with selected course of study to Commanding Officer, Naval Education and Training Professional Development and Technology Center (NETPDTC).

(3) Award subspecialty codes to officers upon degree completion.

(4) Assign officers with subspecialty codes earned through the GEV program to a validated subspecialty coded billet as soon as possible after completion of graduate education, but not later than the second duty assignment following completion of that education. NPC (PERS-4) must approve exceptions. This policy will not be waived for personal preference.

(5) Ensure compliance with service obligation.

d. President, Naval Postgraduate School (NPS)

(1) Exercise approval/disapproval authority for initial education plans (EPs) and any subsequent changes to approved EPs.

(2) Forward approved EPs to NETPDTC.

(3) For EPs that do not meet quota area of study, provide direction to program participant to revise EP to meet Educational Skill Requirements (ESRs) for quota area of study.

(4) Notify NETPDTC of EPs that ultimately do not meet quota area of study.

(5) Verify that conferred degrees meet the education requirements of the subspecialty and forward subspecialty code award recommendations to NPC.

e. Commanding Officer, NETPDTC

(1) Notify selected officers of provisional acceptance to the GEV program, pending EP approval.

(2) Ensure curricula approval requests are complete and forward requests to NPS.

(3) Notify program applicants of EPs that do not meet GEV quota areas of study.

(4) Implement procedures to manage and administer the GEV program to include the following:

(a) Notify NETC and NPC if a participant fails to enroll in a course for more than one term or fails to maintain satisfactory academic progress toward degree completion.

(b) Operate a centralized system for funds authorization, grade posting, invoice processing, reimbursement and recoupment of GEV funds.

(c) Maintain EPs and academic records (transcripts) for all participants and monitor academic performance for continued GEV participation.

(d) Forward an electronic copy of the final transcripts to NPS (Director of Civilian Institutions Programs).

(e) Notify NETC and NPC when a participant completes education funded by GEV and the length of time benefits were used to calculate the required period of obligated service.

(5) Through its Navy College Offices, NETPDTC will:

(a) Provide information on the program to interested applicants.

(b) Ensure selected officers enroll only in courses that are a part of their approved EP.

(c) Issue GEV authorization documents to participants.

(6) Provide a quarterly performance metrics report to NETC (N52).

f. Program Applicants

(1) Consult NAVADMIN applicable for the fiscal year in which selection is desired for program details and application procedures.

(2) Choose a desired area of study corresponding to a Navy subspecialty. Select a related graduate degree program from an educational institution accredited by an accrediting body recognized by the Department of Education (DOE).

(3) Submit application to detailer using format in enclosure (1).

g. Program Participants

(1) Develop an EP for a graduate degree program in the approved area of study in coordination with an educational institution accredited by an accrediting body recognized by the Department of Education (DOE). Blank EPs can be found at the following website: <https://www.navycollege.navy.mil/gev/>.

(2) Forward request for curricula approval (enclosure (2)) to NETPDTC for approval processing. Requests must be submitted with sufficient lead-time to allow NETPDTC to process prior to educational institutions' registration deadlines. Selectees will be notified no later than 4 weeks after the request has been submitted. **GEV benefits will only be authorized after the EP has been approved.**

(3) Submit GEV authorization documents to school.

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(4) For each academic term, provide NETPDTC with grade reports for each course completed. Upon completion of the program, forward a final transcript with degree conferred to NETPDTC.

#### 4. Policy

a. Eligibility Requirements. Eligibility is open to O-3 (including O-3 selects) through O-5 active duty URL officers with demonstrated superior performance in the 111X, 112X, 113X, 114X, 131X, and 132X designators.

(1) Applicants should be transferring to, or currently on, shore duty with sufficient time to complete a master's degree program while assigned ashore.

(2) Officers with a previously earned Navy-sponsored graduate degree that can be correlated to a Navy subspecialty are not authorized to participate in this program.

(3) Officers selected into any other DOD Graduate Education Program (e.g., Navy Scholarship Program) are not authorized to supplement that program with GEV funding. The concurrent use of funds authorized by reference (d) with this program is prohibited.

(4) Participation in graduate education under GEV is contingent on an officer's selection, continued superior performance, academic progress in an area of study related to the Navy subspecialty system, availability for assignment, individual career development considerations, and the needs of the Navy.

(5) Requests to waive any program policy must be submitted in writing to NETC (N52) via the individual's commanding officer.

#### b. Selection

(1) Officers may request GEV quotas by submitting a formal letter (enclosure (1)) to NPC via their commanding officer.

(2) NPC will ensure requests meet program and GEV quota plan requirements, review all applicants' performance records, and consider each applicant's specific career requirements and availability.

(3) NPC will notify officers selected to participate in the GEV program and provide their names to NETPDTC.

c. Service Obligation. As a condition of using GEV benefits, officers shall execute an agreement under the authority of, and in compliance with, references (a) through (d).

(1) The officer shall agree to remain on active duty for a minimum period of two years or a period equal to three times the number of months of education up to a maximum of three years, which ever is greater, after completion of or withdrawal from education for which any authorized expenses were paid.

(2) This obligation is discharged concurrently with any other service obligation.

(3) Such an agreement does not obligate the Navy to retain the member on active duty.

(4) If an officer fails to complete the period of active duty specified in the agreement (voluntarily or due to misconduct), such officer will reimburse the United States for the cost of the graduate education received prorated for the obligated time served.

d. Authorized Expenses. GEV funding will cover 100 percent of the graduate education costs (tuition, textbooks, registration fees, application fees, laboratory fees, computer software specifically required and listed in the course syllabus, and travel to participate in **MANDATORY** residency periods associated with a distance learning program) up to \$20,000 per fiscal year for 24 months from the time of initial course enrollment, not to exceed \$40,000 for the entire program.

(1) Participants whose graduate education program costs exceed either the annual fiscal year limit of \$20,000 or the total program limit of \$40,000 must fund the remainder of the expenses using personal funds. This does not eliminate or reduce the obligated service requirement.

(2) GEV benefits may only be used to fund courses that are part of the participant's NPS-approved EP.

(3) GEV funding for thesis courses beyond one term will only be authorized if the courses are assigned a different

course number each term, and evidence of satisfactory progress is provided to the GEV academic coordinator at NETPDTC.

(4) Optional expenses, such as meal and bus passes, student activity and athletic fees, consumable materials, general reading materials including books, CDs, tapes, and assembled items available commercially such as DVD players, VCRs, and televisions, are not reimbursable from GEV funding.

(5) The purchase of a computer, whether required or not, is the responsibility of the individual student and is not reimbursable.

(6) GEV will not fund any course started or completed prior to the participant's official acceptance into the GEV program and approval of the EP.

e. Approved Graduate Programs. GEV funding is authorized for Navy-relevant graduate education programs culminating in an earned degree and a Navy-approved subspecialty.

(1) Navy-relevant graduate education programs are defined as graduate education programs that meet the educational core skill requirements of at least one approved Navy subspecialty and support the GEV quota plan as promulgated in the current NAVADMIN.

(2) Approved subspecialties will be granted only for degrees earned at educational institutions accredited by an accrediting agency recognized by the DOE.

f. Program Withdrawal and Minimum Academic Grade Requirements

(1) Participants are expected to complete degree requirements within 24 months of initial course convening. Participants seeking to withdraw from the program prior to degree completion must submit a written request to NETC N52, via their commanding officer.

(2) Any GEV recipient who voluntarily withdraws from a course, academically fails a course, wishes to improve a grade in a course, or receives an incomplete for a final grade shall be responsible for paying any additional costs associated with retaking the same course or taking a substitute course.

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(3) Additional GEV funds will be denied if the participant does not maintain a grade point average (GPA) of at least 3.0 on a 4.0 scale (grade of "B").

(4) Regardless of college policy, officers receiving an Incomplete ("I") will be given a maximum of 6 months from the term ending date to complete course requirements and earn a grade.

(5) Officers who withdraw involuntarily from a course because of extended hospitalization, unexpected TAD or reassignment to another duty station, emergency leave, or change in military work schedule may request a waiver to continue in the program beyond the allowed 24 months. In this case, GEV funds may be used to retake a course or courses as long as FY and total program allowances are not exceeded. The request must be endorsed by the member's commanding officer and forwarded to NETC (N52).

g. Use of Benefits. Officers awarded GEV quotas are strongly encouraged to begin the program as soon as practical, but no later than the end of the fiscal year for which selected. If operational requirements preclude this, a request to delay program commencement must be submitted via the member's commanding officer prior to the end of the fiscal year. If an officer fails to commence the program or submit a request to delay program commencement prior to the end of the fiscal year, the member will be required to reapply for the program.

5. Process. Enclosure (3) is a process flow chart provided as a visual representation of responsibilities and the process required for applying for GEV.

6. Report. Reporting requirement contained in section 3.e.(6) is exempt from reports control by SECNAVINST 5214.2B.

A. G. HARMS, JR.  
Director of Naval Education  
and Training

Distribution:  
Electronic only, via  
Navy Directives Website  
<http://neds.daps.dla.mil>



SAMPLE GEV REQUEST LETTER

Date

From: (Grade, Full Name, SSN/Designator)  
To: Commander, Navy Personnel Command (PERS-41/42/43 as  
appropriate)  
Via: Commanding Officer

Subj: REQUEST FOR GRADUATE EDUCATION VOUCHER (GEV)

Ref: (a) OPNAVINST 1520.XX

1. I request selection for the GEV program. I meet all eligibility requirements as specified in reference (a). My PRD is \_\_\_\_\_, and I am interested in pursuing graduate studies at (school) in (subject). I currently do not hold a Navy-sponsored graduate degree that can be correlated to a Navy subspecialty.

2. Additional information/justification.

3. I understand that if selected for this program I shall remain on active duty for a minimum period of two years or a period equal to three times the number of months of education up to a maximum of three years, which ever is greater, after completion of or withdrawal from education for which any authorized expenses were paid. This obligation is discharged concurrently with any other service obligation that I may already have incurred. This agreement does not obligate the Navy to retain me on active duty. However, if I fail to complete the period of active duty specified in the agreement (voluntarily or due to misconduct), I agree to reimburse the United States for the cost of the graduate education received prorated for the obligated time served.

4. I can be contacted at (home/work mailing address, home/work phone number, E-mail).

Officer Signature

Enclosure (1)

SAMPLE CURRICULUM APPROVAL REQUEST LETTER

Date

From: (Grade, Full Name, SSN/Designator)  
To: President, Naval Postgraduate School (Code 031A)  
Via: Commanding Officer, Naval Education and Training  
Professional Development and Technology Center

Subj: REQUEST FOR CURRICULA APPROVAL FOR GRADUATE EDUCATION  
VOUCHER (GEV) PROGRAM

Ref: (a) OPNAVINST 1520.XX

Encl: (1) Proposed Education Plan and Course Descriptions  
(2) College Transcript

1. Per reference (a), enclosures (1) and (2) are forwarded for your review/approval.

2. A description of proposed courses for completion under the GEV program is provided in enclosure (1). Transcripts of all college level courses already completed are provided in enclosure (2).

3. The following pertinent information is provided:

- a. Name of college/university attending:
- b. Proposed program of study (i.e., MBA - Finance):
- c. Start date of studies:
- d. Completion date of studies:
- e. Duty telephone number(s) (Commercial/DSN):
- f. Home telephone number:
- g. Home mailing address:
- h. Email address(es):  
(Work)  
(Home)

Officer Signature

Enclosure (2)

## GEV PROCESS FLOW CHART

